Other Activities : To arouse archival consciousness in the general public an exhibition was organised by the Department during 1976-77 which received wide publicity and appreciation from press and public. A rapport with public was maintained through press and a number of press conferences were addressed by the Chief Executive Councillor.

GOA

1976-77

Administration : There was no change in the administrative set up during 1976-77.

Budget : For 1976-77 a sum of Rs. 3,83,096 (2,75,887 Archives, 1,07,209 Archaeology and Museum) was spent on the non-plan side, out of the budget provision of Rs. 4,29,000 (Rs. 2,95,000 Archives, Rs. 1,34,000 Archaeology and Museum) and a sum of Rs. 1,99,583 was spent against the budget provision of Rs. 2,00,000 on the plan side. For the year 1977-78 a budget provision of Rs. 3,88,000 (2,76,000 Archives, Rs. 1,12,000 Archives and Archaeology). Was made on the non-plan side and a sum of Rs. 2,49,000 (common to Archives and Archaeology) on the plan-side.

Building : The Directorate has at present its own building and as already reported plans for the construction of a new building have been taken up. In the budget estimates for 1977-78 a provision of Rs. 88,000 is made towards this scheme.

Records Management : During the year different series of the records were examined. The records of the Orphanological Inventory Series were arranged. The records of *Julgado de Dio* were verified and 1,585 files were checked and indexed. The work of preparation of Inventory of *Processes Civic* and verification of records received from Daman were undertaken. Most of the records were marked for retention. Retention schedule is being followed while reviewing the records.

Research and Reference : Thirty scholars including seven foreigners availed themselves of research facilities in this Directorate. About 37 requisitions by government offices and 400 requisition of records by research scholars were attended to during the period under review. 412 queries on records received by private parties/individuals were attended to.

Reference Media : No work was done in this regard during the period under review.

Publication Programme : Along with the proposal for publishing the "Assentos do Conselho de Fazenda" Volume I (1613—1621), a new project of selection of documents on "Sawantvadi Saunsthanachya Itihasachi Sadhane" is also undertaken.

Preservation of Records : Approximately 47,306 documents were flattened, 1,300 foils of manuscript volumes and loose documents were reinforced by full tissue papers. 10 loose documents were repaired and 22 photo albums were prepared.

Photo-Duplication : The Department has its own microfilming unit. Nearly 6,734 frames of the microfilms, 890 photo-prints and 90 photostat prints were taken during the period under review.

Library : The library acquired 318 books, 152 periodicals and 30 government reports during the period. There is however a plan to expand the library gradually. Provision of Rs. 7,000 is also made in the Budget Estimates for 1977-78 for the same.

GOA

1977-78

Administration : There was no change in the administrative set up during 1977-78.

Budget : During 1977-78 a sum of Rs. 2,48,831 was spent on the non-plan side, out of the budget provision of Rs. 2,76,000 and a sum of Rs. 1,30,000 was spent against the budget provision of Rs. 1,40,000 on the plan side. The expenditure shown on plan side is approximate as it forms part of combined scheme of Development of Archives, Archaeology and Museum for which total provision of Rs. 2,50,000 was made. For 1978-79 a budget provision of Rs. 2,67,000 has been made on non-plan side and Rs. 4,10,000 (Common to Archives and Archaeology) on the plan side.

Building : The Directorate has building of its own but due to shortage of space two more buildings are hired on rental basis. One of them is for preservation of records and the other for the State Museum. The new building of the Archives section is being constructed in two phases. The construction in phase I, comprising of stack rooms and preservation unit has been since completed and is ready for occupation, whereas the work on Phase II comprising of library, seminar and conference rooms and administrative block is yet to start. An amount of Rs. 3,28,000 has been spent on the construction during the year 1977-78 and provision of Rs. 75,000 has been made in the current financial year.

Record Management : About 225 volumes and many loose documents from Daman with different titles were examined, indexed and arranged. Almost all papers were marked for retention. For reviewing the records regular retention schedule is being followed.

Research and Reference : During the period 23 scholars availed themselves of the research facilities while 1,012 queries on records were attended to 6 files by Government agencies and 800 volumes of records by research scholars were requisitioned.

Reference Media : 633 volumes of Livro de Registo Central Protecol dos Correios, Nascimentos, Abitor e Casamentos from Sankelim and Bicholim, 495 volumes of Alfandega, 92 volumes of Registo de Casamento, Baptismos and obitos were listed. Besides, 39 volumes of Communidade de Verna, Margao, Davssna, Cortalim, Velcao, Vaddem, Dramapur, Cassaulim, torda, Chicalim, Siolim, were also sorted out and listed. 1,146 books bearing different titles and 108 bundles from Daman and Goa and 479 bundles of different titles were also listed. In addition, the department has prepared indices of property records, notarial deeds etc., and reference books like 'Roteiro' and 'Guide' to collection of records from archives are being published.